



**April 7<sup>th</sup>, 2017**

## **Terms of Reference**

### **Program Manager CBF Ecosystem-based Adaptation Facility**

Position title:	Program Manager, CBF Ecosystem-based Adaptation Facility
Location:	Flexible within the Caribbean, Miami (USA), and Washington D.C. (USA).

#### **I. BACKGROUND**

Established in 2012, the Caribbean Biodiversity Fund (CBF) is the realization of a bold vision to create reliable, long-term funding for conservation and sustainable development in the Caribbean region. The CBF supports and incentivizes Caribbean countries and territories to meet the goals of the Caribbean Challenge Initiative (CCI) and other international and regional commitments.

The CBF is an umbrella fund with permanent and non-permanent funding.

A total of US\$42 million of initial commitments have been made to capitalize a permanent endowment that forms the core of the CBF's funding structure and its Conservation Program. Donors to date include the Government of Germany through the German Development Bank (KfW), the Global Environment Facility (GEF) — through the World Bank and the United Nations Development Programme (UNDP) — and The Nature Conservancy. To implement activities under the CBF Conservation Program which are financed through the endowment the CBF partners with a National Conservation Trust Fund which receive annual payments from the CBF to lead the grant-making programs at the national level

In addition to its endowment, the CBF was created with a flexible structure to manage sinking funds; revolving funds and project grant funding.

In partnership with the German Government through KfW, the CBF has recently established a 26.5 million USD fund for its **Ecosystem-based Adaptation Facility (EbA Facility)**. The EbA Facility will work as a sinking fund over a period of five years to finance climate change adaptation measures that incorporate biodiversity conservation and ecosystems management as part of adaptation strategies. The Facility's activities will contribute to help people and economies adapt to the adverse impacts of climate change, while also ensuring the resilience of ecosystems.

To give the needed attention to the EbA Facility, an EbA Committee will be created in short. The EbA Committee members are expected to meet at least four times a year, of which at least one should be a physical meeting. The EbA Committee will have a mandate by the Board of Directors that will set the framework of its role and responsibilities. This mandate will be defined in an EbA Committee Charter to be developed. The EbA Committee will report – with support of the EbA Manager – to the Board on progress of the EbA Facility.

## **II. POSITION SUMMARY**

Climate change adaptation is one of the most urgent challenges for the Caribbean islands existence, its communities, economies, and to the CBF goals.

The CBF seeks a **Program Manager** with a proven record of success in addressing climate change and conservation challenges in order to effectively implement the EbA Facility. The Program Manager is responsible for implementing all day-to-day activities of the EbA Facility as well as to contribute to the EbA strategy and other policy and organizational documents relevant for the EbA Facility.

The Program Manager will enter into an employment or consultant contract agreement with the CBF. The Manager position will be contracted initially for two years and can be renewed, provided the Manager continues to meet and/or exceed the objectives set and tasks agreed upon. During the first year, a 3-month probation period shall apply. A review and evaluation will be conducted each year and will be the basis for a potential renewal. This position is initially designed as a 5-year position, in line with the expected duration of the sinking fund.

Potential flexibility for location within the Caribbean, Miami (USA), and Washington D.C. (USA). This position is open to individuals only. Consulting firms or consortiums of are not eligible. No subcontracting is allowed.

### **III. DUTIES AND RESPONSIBILITIES**

The Program Manager:

#### **1. General.**

- Leads and is responsible for the general and active management of the affairs of the EbA Facility.
- Reports to the EbA Facility Committee, and supports and executes the Committee's direction and guidance to implement the EbA Facility activities.
- Supports the EbA Facility Committee in all matters related to its relationship with and reporting to the CBF Board of Directors.
- Is responsible for promptly, regularly and fully informing the EbA Committee, Board of Directors and CBF CEO about the current affairs, activities and finances of the EbA Facility.
- Executes the EbA Facility budget plan.
- Is responsible for producing and providing relevant information about the EbA Facility to the CBF CEO to support the elaboration of the CBF annual budget, work plan and any annual or other reports.

#### **2. Operational procedures:**

- Subject to the consideration and approval of the EbA Committee and CBF Board of Directors, as applicable, develops and implements the EbA Facility annual work plans, internal operations manuals and policies, annual budgets and disbursement plans, requests for proposals and other similar documents.

#### **3. Program and Grants Administration and Monitoring and Evaluation:**

- Assists the EbA Committee in prioritizing the financing of activities that guarantee coherence and effectiveness to comply with the Facility's objectives and goals.
- Supervises and monitors the technical and financial performance of projects financed by the Facility.
- Ensures the proper preparation and maintenance of financial records and accounts of the EbA Facility, either directly or by supervising other staff or service providers who may be charged with that responsibility.
- Ensures that grantees submit financial and technical reports as required by the EbA Facility procedures; resolving any issues involving a grantee's failure to perform as agreed or failure to report in a proper and timely manner as required.
- Generally prepares or causes to be prepared and supervises contracts, grant agreements, and all other documents necessary to implement the EbA Facility.
- Provides overall technical and financial reports on the projects financed by the EbA Facility to the EbA Committee, Board of Directors and CEO.

**4. Relationship with EbA Facility investment manager:**

- Assists the Finance Committee and Board of Directors in reviewing and monitoring all reports from the investment manager.
- Supports the CBF Finance Committee, as needed, in managing the relationship with the EbA Facility investment manager in order to ensure that any significant developments relating to the CBF EbA Facility investments are promptly brought to the attention of the EbA Committee, Finance Committee and the Board of Directors.

**5. Staff management:**

- Participates in the selection process and prepares work-plans, supervises the proper performance of their duties, evaluates and (if necessary) terminates other staff that is part of the EbA Facility team.

**6. Stakeholders engagement:**

- Works with the CBF CEO to represent and promote the CBF's EbA Facility interests in day-to-day dealings and on-going liaison with representatives of governments; local and international non-governmental organizations; local and international private sector institutions; multilateral and bilateral international donor agencies; other donors; local and international scientific and educational institutions/ associations/individuals; regional institutions; and local and international media.
- Promotes the capacities and institutional strengthening of grantees to ensure the delivery of quality results and expected impacts of the EbA Facility.
- Represents the CBF EbA Facility in meetings and regional and international conferences and events.

**7. Marketing and communications materials.**

- Develops written marketing materials, including brochures, pamphlets, letters and information/promotional materials and submits these to potential donors, as appropriate (in coordination with the CBF CEO as needed).

**8. Coordination with other initiatives:**

- Develops and maintains a network of contacts with other ecosystem-based adaptation initiatives and relevant stakeholders in order to achieve greater efficiencies and synergies, access additional potential sources of funding, and raise awareness of any potential negative impacts on biodiversity that could result from proposed or current donor-funded, government-funded and private-sector-funded initiatives (in coordination with the CBF CEO as needed) and inform the EbA Committee as appropriate.

**9. Travel:**

- Travels within the Caribbean region and internationally on a regular basis.

#### **IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):**

All candidates for the Program Manager position must provide evidence of the following skills and abilities:

##### **A. Minimum qualifications and experience:**

1. An undergraduate degree from a recognized university is required. A Masters degree (in natural resources management, biology, international relations, politics, law, economics, or similar) or MBA is preferred.
2. At least 5 years of experience in a similar position.
3. Exemplary verbal and written skills in English. Good or advanced Spanish knowledge (conversational, read and writing) a strong asset.

##### **B. Technical Skills:**

4. **Thematic knowledge:** Demonstrated knowledge and understanding (or the ability to quickly achieve it) about technical and policy climate change, climate change adaptation, and ecosystem-based adaptation issues at the international and national levels and their intersection with conservation and natural resources management.
5. **Stakeholders group:** Demonstrated experience working with government agencies, civil society organization, development agencies, and the private sector. Experience working with Committees, Board of Directors or similar types of structures and interacting with its members.
6. **Program and projects management:** Demonstrated organizational and management experience in developing, administering, implementing and monitoring grant making programs and projects with specific objectives. Demonstrated experience in implementing a detailed budget, supervising staff, and writing reports, memoranda and similar documents.
7. **Staff Management:** Demonstrated experience and ability in supervising staff, providing guidance and establishing strong teams.
8. **Fundraising and marketing:** Experience in marketing and/or fundraising with an emphasis on raising funds from multilateral and bilateral aid agencies, foundations, and private sector.

### **C. Management and other skills:**

9. **Leadership:** High capacity to establish a successful vision for the tasks at hand and deliver results within a specific time frame and a team effort environment.
10. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
11. **Proactive behavior:** Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken.
12. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner often with limited information and under pressure.

### **V. HOW TO APPLY:**

To apply for the Program Manager, CBF EbA Facility position, please submit the documents listed below to [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org) and [karim.ould-chih@kfw.de](mailto:karim.ould-chih@kfw.de). All applications must be received by Monday May 8<sup>th</sup>, 2017 at 11:59PM USEST. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is June 20<sup>th</sup>, 2017.

#### **A. Application documents:**

1. Cover letter
2. Resume
3. Three references
4. Expected salary conditions
5. Signed Declaration of Undertaking (see Section VI below)
6. Written sample (clearly stating it is of your own authorship or leadership)

#### **B. Selection Process:**

1. Any application must contain all the information requested in Section V.A above. Incomplete applications will be automatically eliminated from the review process.
2. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in Section V.C below.
3. The top 5 candidates will be invited to conduct an interview. Interviews are tentatively scheduled for May 11<sup>th</sup> and 12<sup>th</sup>, 2017.

### C. Selection Criteria and Evaluation Matrix

<b>Selection Evaluation Matrix: Program Manager, CBF Ecosystem-based Adaptation Facility</b>			
		<b>Maximum Score</b>	<b>Candidate's Score</b>
<b>1.</b>	<b>Minimum Requirements</b> (see Section IV.A)	<b>25</b>	
	Education	5	
	Overall professional experience	10	
	English knowledge	8	
	Spanish knowledge	2	
<b>2.</b>	<b>Technical Skills</b>	<b>40</b>	
	Thematic knowledge	9	
	Stakeholders group	9	
	Program and projects management	9	
	Staff Management	9	
	Fundraising and marketing	4	
<b>3.</b>	<b>Management and other skills</b>	<b>28</b>	
	Leadership	7	
	Interpersonal and communication skills	7	
	Proactive behavior	7	
	Assertiveness	7	
<b>4.</b>	<b>Written sample</b>	<b>7</b>	
	<b>TOTAL SCORE</b>	<b>100</b>	

## VI. Declaration of Undertaking

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines<sup>1</sup>.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfill this declaration of undertaking and to obey the laws of the country of [ ] (name of country).

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the Client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Client and/or KfW, the Client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.....  
(Place)

.....  
(Date)

.....  
(Name of company)

.....  
(Signature(s))

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<sup>1</sup> See "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries" and "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"